



UTAH STATE SENATE

320 STATE CAPITOL - P.O. BOX 1451115

SALT LAKE CITY, UTAH 84114

801-538-1035 - SENATE.UTAH.GOV

The Utah State Senate invites applications
for the position of:

SENATE CAUCUS MINORITY ADMINISTRATOR

PHYSICAL ADDRESS:

Utah State Capitol
350 N State Street, Suite 320
Salt Lake City, UT 84114

OPENING DATE: October 15, 2020

CLOSING DATE: October 25, 2020

JOB DESCRIPTION:

This appointed job is specific to the Legislature and works under the supervision of the Chief of Staff of the Utah Senate.

The Senate Caucus Minority Administrator contributes to the coordination and advancement of the work of the Utah State Senate and the Senate Minority Caucus; she/he helps to ensure operational efficiency and effectiveness within the organization and represents leadership in delegated projects and initiatives designed to achieve the Senate's priorities and objectives.

EXAMPLES OF DUTIES:

- Assists Senate Minority Caucus members collectively and individually with developing and implementing policy initiatives, priorities, strategies, and action plans to advance legislative issues.
- Gathers, investigates, researches, analyzes, and/or studies policy information on behalf of the Senate Minority Caucus.
- At the direction of the Senate Chief of Staff, participates in institutional planning, policy development for the Utah Senate.
- Researches, writes, edits and/or coordinates preparation of special reports, briefings, and presentations; conceives, crafts, and edits messages, letters and other communications on behalf of Senate Minority Caucus Leadership and members.
- Coordinates and/or oversees the scheduling of strategic events, meetings and other means to address key minority caucus and institutional objectives.
- Anticipates, identifies, and troubleshoots issues of concern or significance.
- Provides timely information and necessary updates to multiple stakeholders.
- Maintain strict confidentiality and exercise discretion in all business-related matters and interactions.
- Build rapport with members of the media.

- Organize media needs and provide public relations services, as needed.
- Works closely with the Senate Chief of Staff to maintain lines of communication between Senate Minority and Majority leadership.
- Builds and maintains successful working relationships and coordinates with a wide range of offices, staff, and stakeholders, internal and external.
- Assists the Senate Minority Caucus comply with legislative rules and policies.
- Oversees maintenance of the Senate Minority web site and blog, and social media.
- Receives calls and greets visitors, takes and relays messages, responds to requests for information; provides information or directs callers/visitors to appropriate individuals.
- Other duties as assigned.

TYPICAL QUALIFICATIONS:

- Depth and breadth of knowledge of government, economics, current issues and the legislative process.
- Strong experience in project management techniques, including prioritization, resource allocation, time management, and project completion.
- An ability to manage multiple projects under pressure.
- Exceptional time management and organizational skills.
- Creative, proactive approach to problem solving.
- Exceptionally effective communication skills, both written and oral
- Effective negotiation skills.
- Must be able and willing to work early, extended hours, and a seven-day work week when necessary.
- Familiarity with Microsoft products e.g., Outlook, Word, Excel, PowerPoint.

SALARY: \$25.00 - \$34.00 Hourly

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

TO APPLY SEND A COVER LETTER AND RESUME TO: jstorie@le.utah.gov

Attn: Secretary of the Senate Jennifer Storie

SUPPLEMENTAL INFORMATION:

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act.